

MEMORANDUM FOR: Director of Training
25X1A FROM : [REDACTED]
VIA : Orientation Coordinator
SUBJECT : Deputy Director for Operations Training
Course Report, Scientific and Technical
Collection Orientation for DDO Officers,
15 - 19 November 1976

1. This five-day orientation was conducted in Room 1A13 Headquarters from 15 - 19 November 1976. There were 27 participants (24 from DDO and 3 from the DDS&T) in attendance.

2. The evaluations reflect that the course objectives were met and that the participants gained a better understanding of the overall requirements and interests of the DDS&T. Many of the students verbally indicated that this course afforded an opportunity for the DDO and DDS&T to come face to face with peers and exchange ideas or their needs and problems and, in some instances, arrive at solutions. There was some criticism on the heavy use of vu-graphs. About 80 percent of the speakers utilized this form of training, however, in presenting technical subjects to nontechnical individuals it is a good mechanism. I would recommend in the future that precourse reading be incorporated in the form of a glossary of terminology and some basic introductory reading materials on OSI and OWI subjects.

3. Due to the organizational transfer of OSI and OWI to the DDI, there were some changes in speakers, but this did not detract from the course objectives. The majority of speakers were effective, with the exception of the presentation on "Technology Transfer." It is an important area, but a dry one, and the speaker did nothing to enliven it.

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4. The segment on "Life Science" is an area of interest to all and was well received. For some reason the OSI panel never got off the ground. There were six individuals in the class from [redacted] and they began to monopolize the panel with their problem areas. DD/OSI, who chaired the panel, ably handled the situation and elicited questions from other members of the class. The OWI panel went extremely well, and there was a lively exchange of areas of interest and problems on both sides. Many points of contact were made, and a better understanding of what the two components could do for one another and a realistic appreciation of the limitations each area has was gained during this two-hour session.

5. The class was a responsive one and asked many questions during the five days. Like most orientation programs, it is difficult to reach the point of not giving too much versus giving too little. With the inclusion of precourse reading, additional reading material in class, and a reduction of vu-graphs, a proper balance should be achieved and confusion of terminology will be alleviated. Overall the course met its objectives.

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Attachments:

- 1 - Student Roster
- 2 - Evaluations
- 3 - Schedule

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Scientific and Technical Collection Orientation for DDO Officers

FROM:	EXTENSION	NO.	25X1A
			DATE
Orientation Coordinator			
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. C/LTD 6D57 Hqs.	8/12/76	JH	
2.			
3. DD/OT 1025 CofC	9 DEC 1976	J	Sounds successful. Some of the student comments are very well articulated you were dealing with an intelligent bunch
4.			
5. C/TSS 826 CofC	10 Dec	TKR	
6.			
7. C/PPG 1016 CofC	12/13	M	
8. EO/TR 1025 CofC	12/13	DD	
9. DDTR 1026 CofC	14 DEC 1976	12/14	J
10. DTR 1026 CofC	14 DEC 1976	14 DEC 1976	J
11. C/LTD 6D57 Hqs.			
12. DD/OT 1025 CofC			
13. Orientation Coordinator 816 CofC	21 Dec	SPR	
14.			
15.			